

FINAL Albyn Housing Society Board Meeting | MINUTES

Date: Tuesday 25 January 2022
Time: 6:00pm
Location: Virtually via 'Teams'

Members Present

Lesley McInnes,
Chair

Carl Patching,
Vice Chair

Ian Fosbrooke,
Secretary

Jim Convery

Nile Istephan

Clea Warner

In Attendance

Kirsty Morrison,
Interim CEO

Andrew Martin,
Director of Finance & Corporate
Services

Laurie Macleod,
Head of HR

Morag Beers,
Director of Assets & Property
Services

Maureen Knight,
Interim Director of Customer
Services

Laura Morgan,
Corporate Officer
(minutes)

Brett Fletcher,
Executive Assistant

Graeme Hamilton,
Project Phoenix Manager (item 9.1
only)

[REDACTED],
iStride Consultancy (item 9.1 only)

ACTION

1. WELCOME & APOLOGIES

- 1.1 Lesley McInnes was welcomed to the Board as its new Chair. The Chair gave thanks to Carl Patching for his time and efforts as Acting Chair in the interim.
- 1.2 Apologies were received from David Cargill, Angela Currie, Fiona Mustarde, Isabell McLaughlan, and Morag Beers.
- 1.3 It was noted that Clea Warner would leave the meeting at 7pm.

2. DECLARATION OF CONFLICTS OF INTEREST

- 2.1 No interests were noted.

3. STANDING ITEM

3.1 Board Remit

3.1.1 The meeting met the quorum as set out within the Board Remit.

3.1.2 It was noted that the Board Remit referred to the post of 'Chief Operating Officer' which was no longer a position at the Society. The Interim CEO accepted an **action** to have the Board Remit updated. **Kirsty Morrison**

4. PRESENTATION

4.1 Stock Video Presentation

- 4.1.1 The Board watched a video about the condition of stock held by the Society.
- 4.1.2 The Board found the video helpful and noted the differences in condition between some older and newer properties which it agreed needed to be addressed.
- 4.1.3 The Board enquired if the Society had an up to date and clear lettable standard. Maureen Knight advised that the void lettable standard was currently being reviewed and would be brought to Board in March. Andrew Martin added that the Society was experiencing rising void costs due to the condition properties, with some requiring significant work before being let.
- 4.1.4 The Board enquired if the configuration of some properties made them difficult to let. Maureen Knight responded that this was an issue for some properties, and it highlighted the need for the stock condition survey to be completed to inform whether properties should be reconfigured, or in some cases, disposed of.
- 4.1.5 There was a discussion and agreement about the urgent need to provide tenancy support to some customers who were not able to manage a mainstream tenancy.
- 4.1.6 There was a discussion about how the specification of new build properties featured in the video presented high moving in costs to customers, for example, floor to ceiling windows and expanse of flooring.
- 4.1.7 There was a discussion about rent setting and if rents should be graded according to the condition of properties.
- 4.1.8 The Chair thanked Members for their contributions to the discussion and suggested that the Board would benefit from more time to discuss matters in depth in a less formal setting.

5. MINUTES OF PREVIOUS MEETING

5.1 Minutes of Board Meeting: 14 December 2021

- 5.1.1 The minute of the last Board meeting was agreed as accurate and proposed by Carl Patching and seconded by Ian Fosbrooke.

5.2 Matters Arising: 14 December 2021

- 5.2.1 A written update on the action items had been provided and was reviewed.
- 5.2.2 With reference to action 9.2.5 Kirsty Morrison advised that this would now be provided within the February report to Board.

6. DECISION MAKING PAPERS

6.1 Rent Increase Consultation Proposal 2022/23 - Confidential

6.2 Business Case – Rural Extension - Confidential

7. GOVERNANCE MATTERS

7.1 Shareholding Society Membership Application

7.1.1 Andrew Martin spoke to his paper and sought Board approval of a recent Society membership application received from Society tenant [REDACTED].

7.1.2 The Board approved the membership application. This was proposed by Jim Convery and seconded by Carl Patching.

8. POLICY PROPOSALS & REVIEWS

8.1 Health & Safety Policy Statement

8.1.1 Andrew Martin presented the Health & Safety Policy and sought Board approval of it.

8.1.2 The policy had been prepared by the Society Health and Safety Manager who was a competent person.

8.1.3 The Board requested that the organisational chart within the policy be correctly formatted, and the Director of Finance & Corporate Services accepted this as an **action**.

**Andrew
Martin**

8.1.4 The Board approved the Health & Safety Policy. This was proposed by Jim Convery and seconded by Clea Warner.

Clea Warner left the meeting at this point.

9. INFORMATION PAPERS

9.1 Project Phoenix Update

9.1.1 Graeme Hamilton and Jim Walker (iStride Consultancy) presented the Project Phoenix update to the Board for its information.

9.1.2 The Board thanked the presenters for an informative overview.

9.1.3 The Transformation Committee Chair advised the Board that implementation of Phase 1 of the project would provide the Society with the platform it needed to deliver efficient transactions to customers. A resource review to deliver benefits within Phase 2 of the project had been requested and would be presented to Board within the next two months.

9.1.4 The Board noted the update.

9.2 Update on Board Action Plan progress

9.2.1 Kirsty Morrison presented an update on progress against the Board Action Plan to the Board for its information.

9.2.2 The Board noted the update.

9.3 City Region Deal Update

9.3.1 Kirsty Morrison presented the City Region Deal (CRD) Update report to the Board for its information.

ACTION

9.3.2 The Board noted the update.

9.4 Committee Business Planner

9.4.1 Kirsty Morrison presented the Committee Business Planner to the Board for its information.

9.4.2 It was noted that the date of the next SHSE Committee had been postponed.

9.4.3 The Board noted the update.

10. APPROVED MINUTES OF COMMITTEE MEETINGS FOR NOTING

10.1 The Board noted the approved minutes from the A&RM Committee.

11. AOCB

11.1 None.

12. DATES OF FUTURE COMMITTEE MEETINGS

12.1 The dates of future Committee meetings were noted by the Board.

13. DATE OF NEXT BOARD MEETING

13.1 The dates of future Board meetings were noted by the Board.

The meeting then came to an end.